



## EMERGENCY 30-DAY SUBSTITUTE TEACHING PERMIT

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This emergency teaching permit authorizes the holder to serve as a day-to-day substitute teacher in any classroom, including preschool, kindergarten, and grades 1-12 inclusive. The permit is valid for one year. The holder may serve as a substitute for no more than 30 days for any one teacher during the school year, except in a special education classroom, where the holder may serve for no more than 20 days for any one teacher during the school year.

### Requirements for the Permit

Applicants must satisfy **both** of the following requirements:

1. Hold a baccalaureate or higher degree from a regionally-accredited college or university
2. Pass the California Basic Educational Skills Test (CBEST) (For more information on this examination contact CBEST Program, National Evaluation System, Inc., P.O. Box 340880, Sacramento, CA 94834-0880, [916] 928-4001.)

### Applying for the Permit

Applicants may submit their application packets directly to CCTC or through their employer. The application packet must include **all** of the following:

1. Completed 41-4 application form
2. Completed 41-CIC and Livescan form (41-LS) or two fingerprint cards (FD-258), if not submitted previously
3. A copy of the CBEST Verification of Passing score report
4. Official transcripts showing conferral of the appropriate degree
5. All required fees (see Fee Information form CL-659)

Reference: Title 5, California Code of Regulations, Section 80025

### Renewal

Applicants may submit their application for renewal directly through CCTC or through their employer. Applications submitted prior to the expiration date of the current permit are valid for one year beginning the date the current permit expires. Applications submitted after the current permit expires are valid for one year starting the date the application is submitted to the employing agency or CCTC.

Renewal application packets must include **both** of the following:

1. Completed renewal form (41-Ren)
2. Application fee (see Fee Information form CL-659)